

**NATIONAL ARCHIVES
AND RECORDS ADMINISTRATION
INTERAGENCY AGREEMENT
(When NARA is providing goods/services)**

1. PERIOD OF AGREEMENT		Effective Date	Completion Date
Performance Period		10/01/2005	9/30/2006
Budget Period		10/01/2005	9/30/2006
2. AGREEMENT NO. / MODIFICATION NR-06-0028 Customer ID Number 14			

3. NAME AND ADDRESS OF NARA ORGANIZATION

Office of Regional Records Services
Attn: Sandra Wayman (Room 3600)
8601 Adelphi Road
College Park, MD 20740-6001

E-Mail Address: Sandra.wayman@nara.gov
Phone: 301-837-3109 Fax: 301-837-1617

4. NAME AND ADDRESS OF CLIENT AGENCY

**Department of Energy
IM-11/Germantown Building
1000 Independence Avenue, SW
Washington, DC 20585-1290**

E-Mail Address:
Phone: Fax:

5. NARA PROGRAM MANAGER (Name, Address, Phone No., Fax, E-mail address)

E-Mail Address:
Phone: Fax:

6. CLIENT AGENCY PROGRAM MANAGER (Name, Address, Phone No., Fax, E-mail)

**Sharon A. Evelin, IM-11
(same as above)**

E-Mail Address: sharon.evelin@hq.doe.gov
Phone: 301-903-3455 Fax: 301-903-9061

7. PRODUCT/SERVICE TO BE PERFORMED:

See Attached Terms and Conditions

Attachments:

- ☒ Terms and Conditions
☐ Other

8. ESTIMATED COSTS

\$ 1,350,000

9. STATUTORY AUTHORIZATION:

- ☐ Economy Act 31 U.S.C. 1535
☒ Other: Public Law 106-58

10. PAYMENT METHOD

- ☒ IPAC
☐ Credit Card
☐ Deduct from Advance

11. BILLING SCHEDULE

- ☐ Annual Advance
☐ Quarterly Advance
☐ Monthly Advance
☒ Monthly Actual

12. CLIENT AGENCY BILLING OFFICE ADDRESS, PHONE NO., FAX NO.

Treasury Number: 89F 3885
Agency Location Code (ALC): 89 000001
DUNNS: 106 426 034

13. ACCOUNTING CLASSIFICATION - (Paying Agency will indicate appropriation/accounting coding/reference number to be charged)

No additional reference numbers are available at this time.

14. AUTHORIZED SIGNATURES (NARA)

14A. SIGNATURE, NAME, AND TITLE OF NARA FINANCIAL OFFICER


ADRIENNE C. THOMAS
Assistant Archivist for
Administrative Services
2/24/06

14B. SIGNATURE, NAME, AND TITLE OF OTHER NARA AUTHORIZING OFFICIAL


THOMAS E. MILLS
Assistant Archivist for
Regional Records Services



14C. SIGNATURE, NAME, AND TITLE OF OTHER NARA AUTHORIZING OFFICIAL

15. AUTHORIZED SIGNATURES (CLIENT AGENCY)

15A. SIGNATURE, NAME, AND TITLE OF CLIENT FINANCIAL OFFICER

301-903-3056
M. Anne Warnick
Supervisor, Business Management Division, IM-12

15B. SIGNATURE, NAME, AND TITLE OF CLIENT AGENCY AUTHORIZING OFFICIAL


Sharon Evelin
Departmental Records Officer

15C. SIGNATURE, NAME, AND TITLE OF CLIENT AGENCY PROGRAM OFFICIAL

**National Archives and Records Administration
Federal Records Center Program
FY 2006 Customer Estimate**

Agency	Activity	Type	Service Code	Description	Projected FY06 Volume	FY 06 Rate	Projected FY06 Charges
Dept. of Energy	Storage	Storage	S1	Standard	3,832,962	0.19	\$ 728,262.78
			S3	Classified	307,124	0.50	\$ 153,562.00
			SN	Non-Textual Env Control	24	0.50	\$ 12.00
	Storage Total				4,140,110		\$ 881,836.78
Services	Transfer		A0	Processing Fee	2,462	42.00	\$ 103,404.00
			A1	Standard	25,608	3.45	\$ 88,347.60
			A3	Classified	1,726	5.20	\$ 8,975.20
			AC	OPF/EMF	2	60.00	\$ 120.00
	Cost		C1	Material Costs	604	1.00	\$ 603.96
			D1	Standard	9,773	4.75	\$ 46,421.75
	Disposition		D3	Classified	14	6.75	\$ 94.50
			DA	Archival	101	4.75	\$ 479.75
			DC	Archival - Classified	9	6.75	\$ 60.75
			DW	Permanent Withdrawal	7,100	3.75	\$ 26,625.00
	Refile		F1	Standard Box	6,300	3.65	\$ 22,995.00
			F2	Standard File	7,580	3.75	\$ 28,425.00
			F3	Classified Box	300	7.10	\$ 2,130.00
			F4	Classified File	110	7.30	\$ 803.00
	Shipping & Handling		H5	Level I	61	3.00	\$ 183.00
			H6	Level II	98	5.50	\$ 539.00
			H7	Level III	835	10.50	\$ 8,767.50
			H8	Level IV	935	15.00	\$ 14,025.00
			H9	Registered	39	12.00	\$ 468.00
			HD	Look Up Fee	1,178	2.50	\$ 2,945.00
			HP	Telephone	10	3.50	\$ 35.00
			HR	Rush	1,354	4.00	\$ 5,416.00
	Interfile		N1	Standard	75	3.95	\$ 296.25
	Photocopy Reference		P1	Standard	1,683	0.50	\$ 841.50
			R1	Standard Box	6,062	3.35	\$ 20,307.70
			R2	Standard File	9,342	3.90	\$ 36,433.80
			R3	Classified Box	266	7.20	\$ 1,915.20
			R4	Classified File	82	7.20	\$ 590.40
	Services Total				83,709		\$ 422,248.86
Dept. of Energy Total					4,223,819		\$ 1,304,085.64

TERMS AND CONDITIONS

I. PURPOSE

This agreement sets forth the terms and conditions under which the National Archives and Records Administration's (NARA) records centers shall store and service records which remain in the legal custody of the **Department of Energy**, hereafter referred to in this document as the customer agency. Terms in italics are defined in Attachment A to this agreement.

II. COVERAGE

This agreement shall become effective on October 1, 2005, and shall continue through September 30, 2006. This agreement covers customer *agency records* stored and serviced in NARA's Federal Records Centers (including the Washington National Records Center and the National Personnel Records Center) where legal ownership of the records remains with the customer agency. In some instances, regional or local agreements may supersede or augment this agreement. This agreement shall be updated annually, but may be amended sooner if deemed necessary by NARA or the customer agency.

A fully executed agreement or an acceptable substitute (such as a purchase order) is to be in place by October 14, 2005. If an agreement or an acceptable substitute is not in place by October 14, 2005, then NARA may institute a policy of suspending records center services until the agreement or an acceptable substitute is in place.

III. FEDERAL RECORDS CENTER STORAGE AND SERVICES

A. Storage

1. NARA shall store records of the customer agency, which currently include **Record Groups 201, 305, 326, 387, 388, 430, 434 and 447**, in a safe and secure environment which meets the requirements outlined in 36 CFR part 1228.
2. Unless arrangements have been made with the customer agency, NARA shall store the customer agency's records in the NARA Federal Records Center that is designated to serve the geographic area in which the records originated or were maintained by the customer agency. A directory that indicates the geographic areas served by each NARA Federal Records Center can be found as Attachment B to this agreement.
3. NARA shall assist the customer agency in properly implementing, managing, and removing disposition freezes placed on Federal records by court order or agency directives. Agencies shall notify NARA when the freeze should be lifted. NARA will generally provide assistance involving freezes without imposing additional charges.
4. Extracts from automated reports shall be made available to the customer agency as needed. NARA will generally provide extracts from automated reporting systems without imposing additional charges.
5. For billing purposes, NARA shall charge the customer agency based on the volume of records stored. Separate storage fees are assigned to *Classified* and *Non-Textual Environmentally Controlled* holdings.
6. [Reserved for specific agency storage requirements or locations]

B. Services

1. NARA shall provide the customer agency with the following services:

a. Transferring

(1) To initiate a retirement of records, the customer agency must submit a *Standard Form 135 (SF 135) Records Transmittal and Receipt*, to the appropriate NARA Federal Records Center. (See Attachment B for addresses, phone numbers, names of contacts, e-mail addresses, and the geographic areas served by each center.) The SF 135 must be completed according to NARA instructions. Acceptable methods of transmittal include but are not limited to mail through the United States Postal Service, express delivery services, fax, or as an email attachment. (If submitting the *SF 135* via email or fax, the customer agency should ensure the *SF 135* bearing a signature of the transferring agency official in block 2, along with a photocopy, is placed in the box 1 of the *Transfer* when the records are shipped). Proposed transfers of *scheduled permanent* and/or *unscheduled* records must include a detailed box listing attached to the *SF 135*. Additional guidance on transmitting *SFs 135* and preparing records for shipment is available from each NARA records center. An electronic SF 135 can be found at http://www.archives.gov/records_center_program/forms/sf_135_intro.html

(2) NARA shall *process* submitted *SFs 135*, either by approving the *Transfer* or initiating corrective action, within 10 business days of receipt.

(3) Once approval has been granted via the *SF 135*, the customer agency may ship the *transfer(s)* to the appropriate NARA Federal Records Center. Shipping methods include but are not limited to services provided by the United States Postal Service, express delivery services, or freight carriers. Additional guidance on labeling boxes and shipping records is available from each NARA Federal Records Center. Some shipments may require providing advance notice to the NARA Federal Records Center. Special arrangements for the shipping and handling of classified records may be made with the receiving NARA Federal Records Center on a case-by-case basis. Shipping costs are the responsibility of the customer agency.

(4) If approved *transfers* are not received within 90 calendar days of approval of the *SF 135*, records center staff may contact the customer agency to determine the cause of the delay and recommend appropriate action.

(5) The customer agency shall maintain its own collection of *SFs 135* for all of the records it ships to NARA. However, each NARA Federal Records Center shall maintain a comprehensive collection of *SFs 135* for the customer agency records in its holdings. Copies of *SFs 135* may be provided on a fee basis.

(6) The customer agency shall internally maintain a detailed box listing of, or index to, all records for each *transfer* that is retired to a NARA Federal Records Center. When practical, the customer agency shall provide NARA with a copy of this document by placing it in the first box of the *transfer* to which it pertains. The copy provided to NARA shall serve as an off-site backup copy for the customer agency. As cited in item (1), proposed transfers of scheduled permanent or unscheduled records must include a detailed box listing attached to the *SF 135*.

(7) For billing purposes, a *Processing Fee* is applied to each separate transfer submitted for processing by the customer agency. A *Transfer* fee is applied per cubic foot for records shipped to NARA. A separate Transfer fee is assigned to *Classified* records. For customers in the Washington, DC metropolitan area, a pick up service for transfers is available for

volumes greater than 25 cubic feet. A *specialized shipping and handling* fee is applied for pick up service provided by the WNRC trucks.

b. Disposal

(1) Ninety calendar days prior to a *transfer's* scheduled *disposal* date, NARA shall notify the customer agency by sending NA Form 13001 *Notice of Intent to Destroy Records* to the customer agency's records officer or other designee. It is the customer agency's responsibility to keep NARA informed of any address changes as they occur.

(2) Records shall be destroyed within 90 calendar days of eligibility, as determined by the applicable records disposition schedule and NARA receipt of written concurrence from the customer agency, whichever comes later.

(3) If NARA is unable to accomplish the *disposal* of the customer agency's records within 90 calendar days of their becoming eligible for *disposal*, the customer agency shall not be responsible for the storage costs of these disposable records beyond the initial 90 day period. If, however, any records are retained beyond the 90-day period at the request of or for the benefit of the customer agency, including, but not limited to court-ordered freezes, normal storage charges shall continue to apply. Under circumstances where an ordered freeze has been lifted, NARA will negotiate with the customer agency to establish a reasonable time frame within which the disposal will be accomplished.

(4) NARA shall dispose of all temporary records in accordance with Federal regulations and as specified in the records schedule item cited on the disposal notice. NARA shall also ensure that access to the records is restricted throughout the *disposal* process. *Disposal* shall occur under contract with a wastepaper or other recycling company or by NARA.

(5) NARA shall provide *disposal* witnessing services when required by Federal regulations. Unless instructed otherwise in writing, NARA will provide contractor witness disposal.

(6) NARA may require additional reimbursement from the customer agency for the *disposal* of non-textual media and textual records which contain a significant amount of non-textual material that must be removed prior to shredding (clips, binders, mylar, and other non-paper materials). In such instances, NARA shall notify the customer agency in advance that additional charges are warranted.

(7) NARA shall follow the procedures established in the current NARA Information Security Manual, for the disposal of security classified materials, and Executive Order 12958 - Classified National Security Information,

(8) For billing purposes, a *disposition* fee is applied per cubic foot for records properly destroyed by NARA. A separate *disposition* fee is assigned to *Classified* records.

c. Accessioning of Scheduled Permanent Records to the National Archives of the United States

(1) NARA will notify the customer agency when *transfers* become eligible for *accessioning* into the National Archives of the United States (as determined by the applicable records schedule) by forwarding to the agency a SF 258, Agreement to Transfer Records to the National Archives of the United States. NARA will forward the SF 258 to the customer agency at the beginning of the fiscal year.

(2) Records will be *accessioned* into the National Archives of the United States on a

quarterly schedule. January, April, and July are the beginning of each quarter.

- (3) NARA must receive the agency records officer's signed and completed SF 258 by December 31st for records to be *accessioned* in the January-March quarter. NARA must receive the agency records officer's signed and completed SF 258 by March 31st for the April-June quarter and by June 30th for the July-September quarter.
- (4) If NARA is unable to accomplish the *accessioning* of the customer agency's records within the applicable quarter, the customer agency shall not be responsible for the storage costs of these records beyond the initial quarter.
- (5) The customer agency will pay the *disposition* fee for all *accessions* whether they are completed in the applicable quarter or later.
- (6) If the customer agency declines to *accession* all or any part of the records requested on the SF 258, it will notify NARA in writing of the declination and propose to the appropriate NARA records center facility a new *accession* date for the particular records at issue. The customer agency will continue to be responsible for storage charges for declined records until an *accession* is authorized via a signed SF 258
- (7) NARA shall follow all applicable security procedures to the physical *accessioning* and storage of security classified permanent records to the National Archives of the United States.
- (8) NARA will attempt to remind the customer agency once when a signed and completed SF 258 has not been received.
- (9) For billing purposes, a *disposition* fee is applied per cubic foot for records accessioned to the National Archives of the United States. A separate *disposition* fee is assigned to *Classified* records. The *disposition* fee covers costs incurred by the NARA records centers only; all other costs associated with accessioning records into the National Archives of the United States are borne by NARA and are not charged to the customer agency.

d. Permanent Withdrawal

- (1) The customer agency may submit a request for the *permanent withdrawal* of individual boxes of customer agency records from the physical custody of the NARA FRCP using an Optional Form 11 (OF-11) or other NARA approved forms.
- (2) NARA FRCP will prepare the records for shipment, update NARS-5, and update the SF 135.
- (3) Requests for the *permanent withdrawal* of an entire record group or records series of customer agency records will be negotiated between the NARA FRCP and the customer agency in regards to costs, timeframes, and shipping methods.
- (4) For billing purposes, a *permanent withdrawal* fee is applied per cubic foot for records requested to be permanently returned to the customer agency. Permanent withdrawals of an entire record group or records series are billed to the customer agency as a project using labor and material costs.

e. Reference

(1) The customer agency may submit reference requests using an Optional Form 11 (OF-11) or other NARA approved forms. The preferred method of submitting reference requests is electronically through the Centers Information Processing System (CIPS). Other acceptable methods of transmittal include but are not limited to mail through the United States Postal Service, express delivery services, fax, agency courier, or telephone. Additional guidance on submitting reference requests is available from each NARA Federal Records Center.

(2) When submitting reference requests, the customer agency shall provide the NARA Federal Records Center with sufficient information to locate the records. Additional guidance on submitting reference requests is available from each NARA Federal Records Center.

(3) When servicing reference requests, NARA Federal Records Center staff may annotate each requested folder with the *transfer* number, box number, and NARA Federal Records Center shelf location number. This will facilitate refiling the folder at a later date.

(4) *Routine reference* requests shall be serviced within one *business day* of receipt by the NARA Federal Records Center.

(5) *Emergency reference* requests shall be serviced (same day or less than one *business day* turnaround) on an expedited basis for an additional fee. The determination that a reference request qualifies as an emergency shall be made solely by the customer agency, but if the customer agency designates a request as an emergency, they must be willing to pick up the requested items within one *business day* or pay for overnight delivery service. For an additional fee, NARA staff will also accommodate the customer agency by reading portions of a file over the telephone, scanning portions of a file and transmitting the scanned image as an email attachment, or sending via fax certain portions of a file to the customer agency.

(6) NARA shall ship routine reference requests to the customer agency via USPS First Class service and UPS or FedEx Ground Service. Other delivery methods, such as couriers and overnight delivery, merit additional charges.

(7) Upon request, NARA shall provide on-site office space at each of its NARA Federal Records Centers for customer agency personnel or other authorized individuals to review any records it retired into NARA's holdings. Appointments may be required.

(8) For requests that cannot be serviced without corrective action, NARA shall contact the customer agency to resolve the problem. The customer agency shall provide a point of contact with a current telephone number on all reference requests it submits to the NARA Federal Records Centers.

(9) For billing purposes, a reference fee is applied per request. A separate reference fee is assigned to *Classified* records. Emergency reference requests incur an additional charge.

f. Refiles and Interfiles

(1) Acceptable methods of submitting *refiles* and *interfiles* include but are not limited to mail through the United States Postal Service, express delivery service, or courier. Special guidance for the shipping and handling of classified records may be obtained from each NARA Federal Records Center.

(2) When submitting *refiles*, the customer agency shall ensure that the records being returned to the NARA Federal Records Center for refiling remain in the same file folder that was previously recalled from the NARA Federal Records Center. In these cases, the folder shall

already be annotated with sufficient information to perform the refile (see paragraph III.B.1.d. (3) above). If the records to be *refiled* have been placed in new folders, the customer agency shall provide the NARA Federal Records Center with sufficient information to perform the *refile*. Additional guidance on submitting *refiles* is available from each NARA Federal Records Center.

(3) When submitting *interfiles*, the customer agency shall provide the NARA Federal Records Center with sufficient information to perform the *interfile*. This information may be transmitted informally by attaching a paper transmittal to each document or set of documents to be *interfiled* in a specific folder. Additional information on submitting *interfiles* is available from each NARA Federal Records Center.

(4) NARA shall *refile* records within five *business days* of receipt and *interfile* records within ten *business days* of receipt.

(5) For *refiles* and *interfiles* that cannot be serviced without corrective action, NARA shall contact the customer agency to resolve the problem. The customer agency shall provide a point of contact with a current telephone number with all *refiles* and *interfiles* it submits to the NARA Federal Records Centers.

(6) For billing purposes, a refile or interfile fee is applied per refile or interfile. A separate refile or interfile fee is assigned to *Classified* records.

g. Photocopies

(1) When directed by the customer agency, NARA FRCP will make photocopies of customer agency records within one business day of receipt of the request.

(2) When directed by the customer agency, NARA FRCP will make photocopies of SFs 135 and other customer agency documents within five business days of receipt of the request.

(3) For billing purposes, a photocopy fee is applied per photocopied page.

h. Quality Assurance

(1) NARA shall continuously and thoroughly review its Federal Records Center Program services to ensure that the highest quality service is being delivered.

(2) All reference requests that are determined by NARA staff to be unserviceable shall be reviewed by NARA within one business day of the initial search to determine the appropriate corrective action.

i. Customer Orientation Services

(1) On a semi-annual basis, each NARA Federal Records Center shall offer at least one workshop highlighting services offered by the records center. Customer agency personnel may attend these workshops free of charge. These workshops will usually be conducted on the premises of a NARA Federal Records Center.

(2) NARA shall continue to offer free *CIPS* training for customer agencies interested in using this system to submit reference requests electronically.

(3) NARA shall continue to distribute technical reference materials to customer agency personnel free of charge.

2. Special Services [Reserved]

IV. LOCAL AGREEMENTS [Reserved. These agreements may be attached or referenced here. See also Article II. COVERAGE]

V. RATES -

A. Rates for Storage and Services are listed in Attachment C.

1. All storage rates are expressed as a monthly value per cubic foot.
2. A Transfer *Processing* Fee is applied to each customer agency *transfer*.
3. Separate rates are applied for the storage and servicing of *Classified* records.
4. Separate rates are applied for the storage of *Non-Textual Environmentally Controlled* records.
5. Separate rates are applied to selected records requiring *specialized services*. If applicable, the *specialized services* are detailed in Section III.B.2 and separate rates are detailed in Section V.B.
6. Separate rates are applied to *specialized shipping and handling* involving *expedited requests* and transmission of requests to the customer agency via fax, telephone, scanning, and the pick up service provided by the WNRC truck fleet.
7. Additional charges may be levied for the destruction of non-textual material.
8. Additional charges may be levied for negotiated project type work involving micrographic services, Fast Pack services, permanent withdrawals over 25 cubic feet, and other activities.

B. Special Services [Reserved]

C. Adjustments - Rates may be adjusted or supplemental billings effected to reflect the actual costs of services provided.

VI. BILLING

A. NARA shall bill the customer agency on a monthly basis. In order to comply with OMB requirements, NARA may process a monthly invoice that consists of a current month estimate for storage and services, a reversal of the previous month's estimate for storage and services, and the charges for the prior month's actual storage and services.

B. The storage charge component of the invoice shall be based on the total number of cubic feet that the customer agency has in NARA-provided storage on the last *business day* of each month, as reflected in the *NARS-5* inventory of the agency's holdings on that date. The monthly storage charge shall be computed by multiplying the holdings figure (according to the record type) by the rate listed in Attachment C.

C. The service charge component of the invoice shall be based on the volume of service provided (according to the record type) multiplied by the appropriate rate in Attachment C.

D. NARA billings are processed by the Bureau of Public Debt. Requests for payment shall be made monthly via the Intra-government Payment and Collection (IPAC) system.

E. The NARA billing shall be supported by documentation which shall be forwarded to the address provided above. Questions regarding invoices should be directed to the customer agency's account representative at NARA. The account representative's name, address, telephone number, and e-mail address shall be provided on every invoice.

F. Payments are due upon receipt of invoice. If invoices are not paid within 30 days, NARA may

impose additional fees to recover the costs associated with the delinquency or suspend services until payment is received.

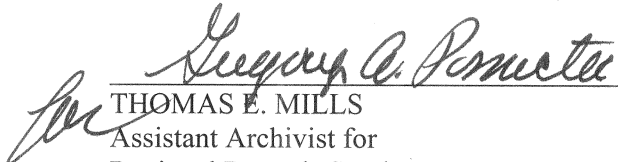
G. Additional terms and conditions apply for customer agencies that have elected to receive a *stratified* billing.


VII. AUTHORITY

Public Law 106-58

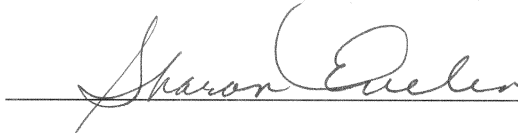
VIII. APPROVALS

For NARA:

 2/23/2006
THOMAS E. MILLS
Assistant Archivist for
Regional Records Services
Date

 2/24/06
ADRIENNE C. THOMAS
Assistant Archivist for
Administrative Services
Date

For: **Department of Energy**

 2/14/06
Date

Attachment A - Definitions of terms used throughout this document.

Accession(ing):	The process of moving records from the legal custody of the customer agency to the legal custody of the National Archives of the United States.
Agency Records:	<p>Federal records, as defined in 44 U.S.C. 330,1 that are stored in the NARA records centers while remaining in the legal custody of the customer agency. Included are the following types of records:</p> <ul style="list-style-type: none">a. Scheduled temporary records -- records described on a NARA-approved Standard Form 115 as having insufficient value to warrant their preservation in the National Archives of the United States;b. Scheduled permanent records -- records that have been determined by NARA to have sufficient value to warrant their preservation in the National Archives of the United States (Note: Reimbursable charges apply only so long as the records remain in the legal custody of the customer agency);c. Unscheduled records -- records which lack a NARA-approved disposition authority; andd. Vital records -- records that are needed to meet operational responsibilities in emergency conditions or to protect the legal and financial rights of the Government and its customers.
Business Day:	The standard upon which NARA measures its turnaround time for providing services to the customer agency. It constitutes a consecutive 24 hour period which excludes weekends and Federal holidays. The NARA standard for servicing routine reference requests is cited in this agreement as being "within one business day of receipt." This means routine reference requests received by NARA on a Monday (not a holiday) will be serviced and in transit to the customer agency no later than the following day, Tuesday (not a holiday). Routine reference requests received on a Friday (not a holiday) will be serviced and in transit to the customer agency no later than the following Monday (not a holiday).

CIPS: The Centers Information Processing System (CIPS) is an electronic method of submitting reference requests to NARA records centers. System requirements include only a web browser and internet access, or a modem and a personal computer with communications software capable of emulating an IBM 3270 mainframe. Most customer agencies already have this equipment and can gain access to this system for little or no cost. NARA records center personnel provide free training and assistance for users of this system. This system is the most efficient way of submitting reference requests to NARA records centers because it eliminates the bottleneck on the front end of the work process, which leads to faster overall turnaround time. It also provides NARA records centers with the benefits of increased productivity in servicing the reference requests because it gives them the ability to electronically sort the requests by the shelf location of each requested item. A further benefit of using this system is that it can provide solid information to both NARA and customer agencies concerning actual general reference workload volumes. For information on how to acquire access to this system, customer agencies may contact their local NARA records center (Attachment B) or access the web at www.nara.gov/regional/cips.html.

Classified: Records of information requiring, in the interests of national security or for the protection of individuals, safeguards against unauthorized access.

Disposal: (1) The process of removing records from the physical custody of a NARA records center and ensuring that they are efficiently destroyed in accordance with Federal regulations. The process includes all operations involved in verifying disposal authorities, calculating disposal dates, and notifying the customer agency in advance. Administrative functions include soliciting bids for the sale of wastepaper, administering contracts with private sector wastepaper or other recycling organizations, and maintaining required statistical data including a computerized history report documenting all disposal activity at the transfer level. It also involves the physical removal of records from NARA records center shelves, the shipment of records to a disposal contractor, and, in some cases, the witnessing of the destruction.

(2) The term “disposal” is also commonly used as a noun to describe transfers that are eligible for destruction. Records become eligible for disposal in accordance with NARA approved records disposition schedules and on receipt by NARA of written concurrence from the customer agency.

Disposition: Records disposition covers three types of services whereby customer agency records are removed from the physical custody of a NARA records center: disposal of temporary records, permanent withdrawal of records back to the customer agency, and the accessioning of permanent records into the National Archives of the United States.

Emergency Reference: This term refers to the same day servicing and immediate response (telephone, fax, or overnight shipping) of a customer agency's reference request. The criteria for determining that a reference request requires emergency servicing will lie solely with the customer agency. If the customer agency requires overnight shipping of records, the customer agency will provide NARA with a FedEx or Express mail account number to which the charges will be billed.

Interfile: (1) The process of adding new documents to an existing folder that has already been retired to a NARA records center. The process requires the customer agency to provide the NARA records center with sufficient information to perform the interfile. At a minimum, this will include the accession number, box number, NARA records center shelf location number, and the folder name or number. This information may be transmitted informally by attaching a paper transmittal to each document or set of documents to be interfiled in a specific folder. Although it is not required, it is extremely beneficial to both NARA and the customer agency if the customer agency sorts large volumes of interfiles by the NARA records center shelf location number before submitting them to a NARA records center. This helps to keep NARA's costs down and therefore enables NARA to pass the savings on to its customer agencies.

(2) The term "interfile" is also commonly used as a noun to describe a new document which a customer agency has submitted to NARA to be added to an existing folder that is already in NARA's holdings.

NARS-5: The master database that includes information about the holdings of all NARA records centers. The database is updated each time a transfer is retired to a NARA records center facility and each time a transfer is removed from a NARA records center facility (for disposal, permanent withdrawal by the customer agency, or legal transfer to the National Archives of the United States). The NARS-5 master database is not updated to reflect temporary withdrawals of agency records, or permanent withdrawals of less than one cubic foot of agency records.

The database is necessary for the identification, control, and retrieval of all transfers. Automated reports from the NARS-5 master database are available to customer agencies in paper as well in a variety of electronic formats. In addition, invoices will be generated by querying the NARS-5 database to calculate the type and volume of current holdings of a particular agency.

Non-Textual Environmentally Controlled: Records of information, maintained in a format other than paper, that require temperature and climate controls.

**Notice of
Eligibility to
Destroy Records
(NA Form
13001):**

This notice shall be sent to an individual designated by the customer agency to alert them that a transfer will soon be eligible for disposal. The notice will be sent 90 calendar days prior to the scheduled disposal date. In accordance with NARA policy and procedures, the records will be destroyed 90 days from the date of this notice or from receipt of the written concurrence of the agency having legal custody of the records, whichever comes later. The notice will instruct the customer agency official to annotate their SF 135 (all copies) to show that the records have been destroyed. If the customer agency official does not concur with the notice, they may request an extension of the retention period by providing a written justification (including a proposed new disposal date) to the director of the NARA records center provided on the notice.

**Permanent
Withdrawal:**

The process of a customer agency permanently recalling a whole box(es) from the physical control of a NARA records center back to the physical custody of a customer agency.

Processing Fee:

Charges incurred by the customer agency for each transfer submitted to a NARA records center. The process covers the review of paperwork for compliance with current records control schedules, verification of disposal authorities and disposal dates, assigning of space with the NARA facility, assigning a transfer number, and updating NARS-5. Correction of minor deficiencies is also included in the process.

Refile:

(1) The process of returning folders that had previously been recalled from transfers in NARA records center holdings. The process includes placing the folders back into their original place within a transfer. When submitting refiles, the customer agency must ensure that the records being returned to the NARA records center for refiling remain in the same file folder that was previously recalled from the NARA records center. In these cases, the folder will already be annotated with sufficient information to perform the refile (see paragraph III B1d(4) above). If the records to be refiled have been placed in new folders, the customer agency must provide the NARA records center with sufficient information to perform the refile. At a minimum, this will include the transfer number, box number, NARA records center location number, and folder name or number.

(2) The term “refile” is also commonly used as a noun to describe a folder that had previously been recalled from a transfer in NARA records center holdings, but is currently in the process of being placed back into its original place within a transfer.

Routine Reference:	The process of receiving (from the customer agency) requests for records, searching for the requested items, pulling the requested items, replacing the items with a charge-out document, and shipping the requested items back to the customer agency. In instances where the requested item is not found, the process also encompasses responding to the customer agency with an explanation and working with the customer agency to take corrective action.
Specialized Services:	Selected Federal records cannot be serviced in the same manner as other Federal records. Records identified as specialized are detailed in the interagency agreement. Examples of records requiring specialized services are tax returns and personnel related records.
Specialized Shipping and Handling:	The process of returning requested materials to a customer agency through the use of telephone, fax, scanning, or metro courier. The process also includes the pick up of new transfers via the truck fleet at the WNRC.
Standard Form 135:	The form used to initiate and document the transfer of records to a NARA records center. The form is submitted to a NARA records center prior to the shipment of records. NARA records center staff review the form and return it to the customer with a transfer number assigned to it or other indication of approval to ship the records. The customer agency may maintain a detailed box listing or other index to records which have been retired to a NARA records center. These box listings and indexes are not a part of the SF 135, and NARA does not require its customer agencies to submit these attachments (except when the records are permanent or unscheduled) when requesting to transfer records to NARA records center storage. As an additional service to its customer agencies, however, NARA encourages its customer agencies to include these materials in the first box of the transfer to which they pertain. This enables customer agencies to reference an off-site backup copy should the original listing be misplaced.

Stratified:

The process of billing below the record group level.

Transfer:

(1) The process of moving records from the physical custody of the customer agency to the physical custody of a NARA records center (formerly referred to as "Accession"). The process includes all operations involved in arranging the most efficient transfer of the records and in gaining knowledge about their contents. It also encompasses control over center shelf space and the maintenance of related documentation, such as bills of lading and required statistical data. The transfer process is complete when the Standard Form 135 (Records Transmittal and Receipt) has been signed by record center officials and returned to the customer agency.

(2) The term "transfer" is also commonly used as a noun to describe a set of a records belonging to a single records series and sharing the same inclusive dates, which has been retired to a NARA records center as a unit through the process described above. It is at this level that records are tracked by NARA throughout the remainder of their life cycle. There is no limit on the maximum size of the unit, but at a minimum, it must always consist of at least one cubic foot of records. Some NARA records centers may request that the customer agency restrict the maximum size of their transfers to a predetermined level that is acceptable to both the customer agency and the NARA records center that will receive the transfers.

**Unscheduled
Records:**

Agency records which lack a disposition authority.

Attachment B - Geographic Areas Served by Each NARA Records Center
(The current address for each facility can be found on the following page.)

STATE	NARA RECORDS CENTER	STATE	NARA RECORDS CENTER
Alabama	NARA Records Center - Atlanta	Montana	NARA Records Center – Denver. USFS (RG 095) are retired to the NARA Records Center – Seattle.
Alaska	NARA Records Center - Anchorage (pre-archival records) Seattle(all other)	Nebraska	NARA Records Center - Kansas City
Arizona	NARA Records Center - Riverside	Nevada (Except Clark County)	NARA Records Center - San Francisco
		Nevada (Clark County)	NARA Records Center - Riverside
Arkansas	NARA Records Center - Forth Worth	New Hampshire	NARA Records Center – Boston
California (Northern)	NARA Records Center - San Francisco	New Jersey	NARA Records Center – Lee’s Summit
California (Southern)	NARA Records Center - Riverside		
Colorado	NARA Records Center - Denver	New Mexico	NARA Records Center - Denver
Connecticut	NARA Records Center - Boston	New York	NARA Records Center – Lee’s Summit
Delaware	NARA Records Center - Philadelphia	North Carolina	NARA Records Center - Atlanta
District of Columbia	Washington National Records Center	North Dakota	NARA Records Center – Denver
Florida	NARA Records Center - Atlanta	Ohio	District Court and Court of Appeals records are retired to the NARA Records Center - Chicago. All other materials are retired to the NARA Records Center - Dayton.
Georgia	NARA Records Center - Atlanta	Oklahoma	NARA Records Center - Fort Worth
Hawaii & Pacific Ocean Area	NARA Records Center - San Francisco US Courts (RG21), DOJ (RGs 60, 85, 118,170, etc., Government of American Samoa (RG 284)	Oregon	NARA Records Center – Seattle
Hawaii & Pacific Ocean Area	NARA Records Center - Seattle All other agencies.	Pennsylvania	NARA Records Center – Philadelphia
Idaho	NARA Records Center - Seattle	Puerto Rico	NARA Records Center - Lee's Summit
Illinois	NARA Records Center - Chicago	Rhode Island	NARA Records Center - Boston
Indiana	District Court and Bankruptcy Court records are retired to the NARA Records Center – Chicago. All other materials are retired to the NARA Records Center - Dayton.	South Carolina	NARA Records Center - Atlanta
Iowa	NARA Records Center - Kansas City	South Dakota	NARA Records Center - Denver
Kansas	NARA Records Center - Kansas City	Tennessee	NARA Records Center - Atlanta
Kentucky	NARA Records Center - Atlanta	Texas	NARA Records Center - Fort Worth
Louisiana	NARA Records Center - Fort Worth	Utah	NARA Records Center - Denver

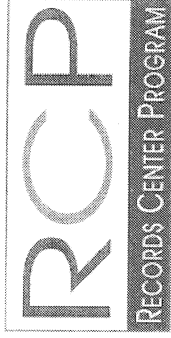
STATE	NARA RECORDS CENTER	STATE	NARA RECORDS CENTER
Maine	NARA Records Center - Boston	Vermont	NARA Records Center - Boston
Maryland	District and Bankruptcy Court records are retired to the NARA Records Center - Philadelphia. All other materials to the Washington National Records Center.	Virginia	District and Bankruptcy Court records are retired to the NARA Records Center - Philadelphia. All other materials to the Washington National Records Center.
Massachusetts	NARA Records Center - Boston	Virgin Islands	NARA Records Center – Lee’s Summit
Michigan	District Court and Bankruptcy Court records are retired to the NARA Records Center – Chicago. All other materials are retired to the NARA Records Center - Dayton.	Washington	NARA Records Center – Seattle
Minnesota	NARA Records Center - Chicago	West Virginia	District and Bankruptcy Court records are retired to the NARA Records Center - Philadelphia. All other materials to the Washington National Records Center.
Mississippi	NARA Records Center - Atlanta	Wisconsin	NARA Records Center – Chicago
Missouri	NARA Records Center - Kansas City	Wyoming	NARA Records Center -Denver

NARA Facility	Regional Administrator	Director, Records Center Operations	Fax Number
NARA Records Center – Chicago Office of Regional Records Services Great Lakes Region (Chicago) 7358 Pulaski Road Chicago, IL 60629	David Kuehl (773) 943-9011 david.kuehl@nara.gov	Pamela Wegner (773) 948-9007 pamela.wegner@nara.gov	(773) 767-8860
NARA Records Center – Dayton Office of Regional Records Services Great Lakes Region (Dayton) 3150 Springboro Road, Bldg 4 Dayton, OH 45439	David Kuehl (773) 943-9011 david.kuehl@nara.gov	David Cornelisse (937) 425-0667 david.cornelisse@nara.gov	(937) 425-0640
NARA Records Center – Denver Office of Regional Records Services Rocky Mountain Region (Denver) Building 48, Denver Federal Center P.O. Box 25307 Denver, CO 80225	Barbara Voss (303) 407-5701 barbara.voss@nara.gov	Genola Smith (303) 407-5762 genola.smith@nara.gov	(303) 407-5707
NARA Records Center - Atlanta Office of Regional Records Services Southeast Region (Atlanta) 4712 Southpark Blvd. Ellenwood, GA 30294	James McSweeney (770) 968-2505 james.mcsweeney@nara.gov	Fred Abrahamian (404) 736-2851 frederick.abrahamian@nara.gov	(404) 763-7059
NARA Records Center - Forth Worth Office of Regional Records Services Southwest Region (Fort Worth) 501 West Felix Street, Building 1 P.O. Box 6216 Fort Worth, TX 76115	Kent Carter (817) 831-5644 kent.carter@nara.gov	Leonard Harmon (817) 831-5904 leonard.harmon@nara.gov	(817) 334-5511
NARA Records Center - Kansas City Office of Regional Records Services Central Plains Region (Kansas City) 2312 East Bannister Road Kansas City, MO 64131-3011	Reed Whitaker (816) 268-8031 reed.whitaker@nara.gov	Linda Stubbs (816) 268-8029 linda.stubbs@nara.gov	(816) 268-8038
Office of Regional Records Services Central Plains Region (Kansas City) Lee's Summit Facility 5351 Lee's Summit Road Lee's Summit, MO 64064	Reed Whitaker (816) 268-8031 reed.whitaker@nara.gov	Dean Donovan (816) 268-8141 dean.donovan@nara.gov	(816) 268-8159
NARA Records Center - Riverside Office of Regional Records Services Pacific Region (Riverside) 23123 Cajalco Road Perris, CA 92570	Shirley Burton (650) 238-3504 shirley.burton@nara.gov	Bruce MacVicar (951) 956-2011 bruce.macvicar@nara.gov	(951) 956-2069
NARA Records Center - Lenexa Office of Regional Records Services Central Plains Region 17501 W. 98 th Street Lenexa, KS 66219	Reed Whitaker (816) 268-8031 reed.whitaker@nara.gov	Rosemarie Weisz (913) 825-7809 rosemarie.weisz@nara.gov	(913) 825-7822
NARA Records Center - Philadelphia Office of Regional Records Services Mid-Atlantic Region (Philadelphia - Townsend) 14700 Townsend Road Philadelphia, PA 19154	V. Chapman-Smith (215) 606-0102 v.chapman-smith@nara.gov	John McEvoy (215) 305--2005 john.mcevoy@nara.gov	(215) 606-0116

NARA Facility	Regional Administrator	Director, Records Center Operations	Fax Number
NARA Records Center - Pittsfield Office of Regional Records Services Northeast Region (Pittsfield) 10 Conte Drive Pittsfield, MA 01201	Diane LeBlanc (781) 663-0133 diane.leblanc@nara.gov	Edmund Kelly (413) 236-3610 edmund.kelly@nara.gov	(413) 236-3609
NARA Records Center - San Francisco Office of Regional Records Services Pacific Region (San Francisco) 1000 Commodore Avenue San Bruno, CA 94066	Shirley Burton (650) 238-3504 shirley.burton@nara.gov	Gary Cramer (650) 238-3471 gary.cramer@nara.gov	(650) 238-3511
NARA Records Center - Seattle Office of Regional Records Services Pacific Alaska Region (Seattle) 6125 Sand Point Way N.E. Seattle, WA 98115	Steven Edwards (206) 336-5140 steven.edwards@nara.gov	Steven Ourada (206) 336-5143 steven.ourada@nara.gov	(206) 336-5112
NARA Records Center - Boston Office of Regional Records Services Northeast Region (Boston) 380 Trapelo Road Waltham, MA 02452	Diane LeBlanc (781) 663-0133 diane.leblanc@nara.gov	Paul J. Palermo (781) 663-0139 paul.palermo@nara.gov	(781) 663-0154
National Personnel Records Center 9700 Page Avenue St. Louis, MO 63132-5100 National Personnel Records Center Military Personnel Records 9700 Page Avenue St. Louis, MO 63132-5100 National Personnel Records Center Civilian Personnel Records 111 Winnebago Street St. Louis, MO 63118-4199	Ron Hindman Director National Personnel Records Center (314) 801-0574 ronald.hindman@nara.gov Scott Levins Assistant Director for Military Personnel Records (314) 801-0587 scott.levins@nara.gov Thelma Martin Assistant Director for Civilian Personnel Records (314) 801-9221 thelma.martin@nara.gov	Civilian Operations Branch Pat Resler (314) 801-9233 patricia.resler@nara.gov Reference Service Branch William Bassman (314) 801-9240 william.bassman@nara.gov	Military Records (314) 801-9195 Civilian Records (314) 801-9269
Washington National Records Center 4205 Suitland Road Suitland, MD 20746-8001	Alan Kramer Director Washington National Records Center (301) 778-1517 alan.kramer@nara.gov	Reference Service Branch Joseph Groomes (301) 778-1504 <u>joseph.groomes@nara.gov</u> Transfer and Disposition Services Judy Barnes (301) 778-1528 judith.barnes@nara.gov	Director (301) 778-1621 Reference Branch (301) 778-5201 Transfer and Disposal Branch (301) 778-1553



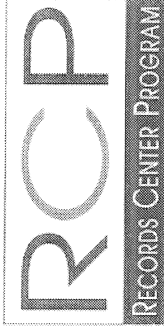
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF REGIONAL RECORDS SERVICES
RECORDS CENTER PROGRAM
TRANSACTIONAL BILLING RATES
(STANDARD STORAGE AND SERVICES)
FISCAL YEAR 2006



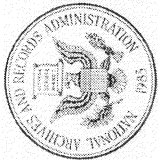
Category	Service Code	Service Type	Description	Unit of Measure	FY2006 Unit Rate
Standard	A0	Transfer	Processing Fee	per transfer	\$ 42.00
Standard	A1	Transfer	Standard	per cubic foot	\$ 3.45
Standard	D1	Disposition	Standard	per cubic foot	\$ 4.75
Standard	DA	Disposition	Archival	per cubic foot	\$ 4.75
Standard	DW	Disposition	Permanent Withdrawal	per cubic foot	\$ 3.75
Standard	F1	Refile	Standard Box	per box	\$ 3.65
Standard	F2	Refile	Standard File	per file	\$ 3.75
Standard	N1	Interfile	Standard	per file	\$ 3.95
Standard	P1	Photocopy	Standard	per page	\$ 0.50
Standard	R1	Reference	Standard Box	per box	\$ 3.35
Standard	R2	Reference	Standard File	per file	\$ 3.90
Standard	S1	Storage	Standard	cf / month	\$ 0.19



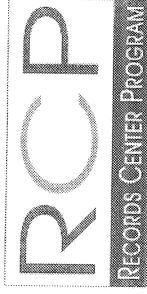
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF REGIONAL RECORDS SERVICES
RECORDS CENTER PROGRAM
TRANSACTIONAL BILLING RATES
(CLASSIFIED STORAGE AND SERVICES)
FISCAL YEAR 2006



Category	Service Code	Service Type	Description	Unit of Measure	FY2006 Unit Rate
Classified	A3	Transfer	Classified	per cubic foot	\$ 5.20
Classified	D3	Disposition	Classified	per cubic foot	\$ 6.75
Classified	DC	Disposition	Archival-Classified	per cubic foot	\$ 6.75
Classified	F3	Refile	Classified Box	per box	\$ 7.10
Classified	F4	Refile	Classified File	per file	\$ 7.30
Classified	N3	Interfile	Classified	per file	\$ 7.30
Classified	R3	Reference	Classified Box	per box	\$ 7.20
Classified	R4	Reference	Classified File	per file	\$ 7.20
Classified	S3	Storage	Classified	cf / month	\$ 0.50



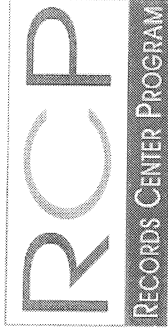
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF REGIONAL RECORDS SERVICES
RECORDS CENTER PROGRAM
TRANSACTIONAL BILLING RATES
(MISCELLANEOUS SERVICES)
FISCAL YEAR 2006



Category	Service Code	Service Type	Description	Unit of Measure	FY2006 Unit Rate
Miscellaneous	C1	Cost	Miscellaneous Costs		(COST)
Miscellaneous	C2	Cost	WNRC Truck Service Allocated Cost	expense	(COST)
Miscellaneous	C3	Cost	Miscellaneous Shipping Costs	expense	(COST)
Miscellaneous	H1	Shipping & Handling	WNRC Truck Service Zone 1	per visit	\$ 300.00
Miscellaneous	H2	Shipping & Handling	WNRC Truck Service Zone 2	per visit	\$ 800.00
Miscellaneous	H3	Shipping & Handling	WNRC Truck Service Classified	per visit	\$ 1,200.00
Miscellaneous	H4	Shipping & Handling	WNRC Additional Truck Services	per visit	\$ 100.00
Miscellaneous	H5	Shipping & Handling	Level I	Per pkg.	\$ 3.00
Miscellaneous	H6	Shipping & Handling	Level II	Per pkg.	\$ 5.50
Miscellaneous	H7	Shipping & Handling	Level III	Per pkg.	\$ 10.50
Miscellaneous	H8	Shipping & Handling	Level IV	Per pkg.	\$ 15.00
Miscellaneous	H9	Shipping & Handling	Registered	Per pkg.	\$ 12.00
Miscellaneous	HA	Shipping & Handling	Metro Courier Trip	per trip	\$ 24.00
Miscellaneous	HB	Shipping & Handling	Metro Courier Box	per package	\$ 1.50
Miscellaneous	HD	Shipping & Handling	Look Up Fee	per action	\$ 2.50
Miscellaneous	HE	Shipping & Handling	Scanning	per page	\$ 0.50
Miscellaneous	HF	Shipping & Handling	Fax	per page	\$ 1.00
Miscellaneous	HH	Shipping & Handling	HUDHOC Project	per box	\$ 14.25
Miscellaneous	HP	Shipping & Handling	Telephone	per request	\$ 3.50
Miscellaneous	HR	Shipping & Handling	Rush	per request	\$ 4.00
Miscellaneous	L0	Labor	Aide - Level 1	per hour	\$ 36.00
Miscellaneous	L1	Labor	Aide - Level 2	per hour	\$ 44.00
Miscellaneous	L2	Labor	Technician	per hour	\$ 55.00
Miscellaneous	L3	Labor	Supervisor	per hour	\$ 76.00



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF REGIONAL RECORDS SERVICES
RECORDS CENTER PROGRAM
TRANSACTIONAL BILLING RATES
(PERSONNEL RELATED RECORDS SERVICES)
FISCAL YEAR 2006



Category	Service Code	Service Type	Description	Unit of Measure	FY2006 Unit Rate
Personnel	AC	Transfer	OPF/EMF	per cubic foot	\$ 60.00
Personnel	AX	Transfer	Ent & Sep X-rays	per cubic foot	\$ 35.00
Personnel	NC	Interfile	OPF/EMF	per file	\$ 2.05
Personnel	M1	Reference	OPF/EMF L & T	per file	\$ 5.35
Personnel	M2	Reference	OPF/EMF Corr Level 1	per case	\$ 13.50
Personnel	M3	Reference	OPF/EMF Corr Level 2	per case	\$ 44.00
Personnel	M4	Reference	OPF/EMF Corr Level 3	per case	\$ 78.00
Personnel	M5	Reference	Payroll Level 1	per case	\$ 60.00
Personnel	M6	Reference	Payroll Level 2	per case	\$ 70.00
Personnel	M7	Reference	Payroll Level 3	per case	\$ 85.00